## STATE OF NEW JERSEY



## COUNTY BOARD OF TAXATION C250000-901



NO CR-AA-0004-(4-85)

AGENCY REPRESENTATIVE Anthony Creco  TITLE President, Association of County Tax Board  Commissioners & County Tax Board Administr  (AREA CODE) TELEPHONE NUMBER (973) 285-6707  SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deem effective on the date approved by the State Records Committee.  AGENCY REPRESENTATIVE And New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Record State Records Committee.  AGENCY REPRESENTATIVE SIGNATURE  DATE  AGENCY REPRESENTATIVE SIGNATURE  AGENCY REPRESENTATIVE SIGNATURE  AGENCY REPRESENTATIVE SIGNATURE  AGENCY REPRESENTATIVE SIGNATURE  DATE  AGENCY REPRESENTATIVE SIGNATURE  AGENCY REPRESENTATIVE SIGNATURE  AGENCY REPRESENTATIVE SIGNATURE  DATE  AGENCY REPRESENTATIVE Association of County Tax Board Administr  (AREA CODE) TELEPHONE NUMBER (973) 285-6707  RECORD  RECORD  RECORD  RECORD  RECORD TITLE AND DESCRIPTION  AGENCY PRESENTATIVE Association of County Tax Board Administr  (AREA CODE) TELEPHONE NUMBER (973) 285-6707  AGENCY TAX Appeals (As Part of the Tax List)  Consists of an annual report listing each taxing district, the apportionment, the equalized value, properties exempt, etc.  0002-0000  Annual Tax Appeal Reports of the Board President  Appeal  Appeal  Appeal Reports of the Board President  Permanent  O005-0000  Tax Appeals Register  Permanent	PAGE NUMBER  1 OF 3	CHEDULE NUMBER 901	AGENCY NUMBER SCHE	DISPOSITION SCHEDULE	RECORDS RETENTION AN			
SERIES NO.  RECORD SERIES NO.  RECORD TITLE AND DESCRIPTION  Abstract of Ratables (As Part of the Tax List) Consists of an annual report listing each taxing district, the apportionment, the equalized value, properties exempt, etc.  O002-0000  Annual Tax Appeals Reports of the Board President  Include Appraisals, Photos, Correspondence, Complaints and Judgments.  NJSA 54:3-26.  *Microfilming recommended.  O004-0000  Tax Appeals Register  O005-0000  Appeal Schedules/Log List Consists of a calendar of scheduled appeals  Consists of a calendar of scheduled appeals  Consists of a calendar of scheduled appeals  O007-0000  Appeal Schedules/Log List Consists of a calendar of scheduled appeals  O007-0000  Judgment Proof Lists  Onit Consists of a calendar of scheduled appeals  Onit Consists of a	Tax Board Administrators	Anthony Crecco ation of County Ta ounty Tax Board Ad	CYREPRESENTATIVE Ant President, Associati Commissioners & Coun	TITLE	County Board of Taxation DIVISION Tit			
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Complaints and Judgments. NJSA 54:3-26. *Microfilming recommended.  NJ Tax Court Tax Appeals Filed With County Includes complaints and judgments.  Tax Appeals Register  O005-0000  Appeal Schedules/Log List Consists of a calendar of scheduled appeals  O007-0000  Judgment Proof Lists  Permanent  3 yrs after final entry  Dest					0003-0000 Appeals			
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appeals heard. Used as an internal cross reference file.	Destroy		3 yrs	ts of Judgments of Jsed as an internal	Consists of appeals heard			

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C250000	SCHEDULE NUMBER 901	PAGE NUMBER  2 OF 3
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY RECORDS CENTER		DISPOSITION
0008-0000	Budget Records			
0008-0001	Budgets (Copies) Consists of budgets received from municipalities and school districts upon which assessments are based.	3 yrs		Destroy
0008-0002	School Requirement Certificate (Certificate and Report of School Taxes)	3 yrs		Destroy
0009-0000	Deeds of all Sales (Copies)	Periodic rev	Periodic review	
0010-0000	Equalization Table (As Part of the Tax List) Includes Preliminary and Final Equalization Tables which include the total ratables of each district and the valuation of property as equalized.	Permanent		Permanent
0011-0000	Exempt Property Includes Initial Statements and Further Statements that are used to determine an exemption.	3 yrs		Destroy
0012-0000	Meeting Records			
0012-0001	Minutes of the Board of Taxation *Microfilming recommended.	Permanent*		Permanent
0012-0002	Recordings of Meetings of the Board of Taxation	l yr or unti summary or verbatim transcript is approved as minutes, which is later	s	Erase

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C250000	SCHEDULE NUMBER 901	PAGE NUMBER  3 OF 3
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET. AGENCY	A I N I N RECORDS CENTER	DISPOSITION
0013-0000	Omitted Assessment and Farmland Rollback Assessments Include Complaints, Hearing Notice and Proof of Service, Judgments. NJSA 54:3-26. *Microfilming recommended.	Permanent*		Permanent
0014-0000	Sales Ratio Sales Ratio Forms SRIA and Monthly Usable Sales Listing.	3 yrs		Destroy
0015-0000	Table of Aggregates of Taxable and Exempt Property (As Part of the Tax List)	Permanent		Permanent
0016-0000	Tax Lists Include Regular Assessment, Added Assessment, Omitted Assessment etc., and Tax Lists. *Microfilming recommended and destroy hard copy.	Permanent*		Permanent
0017-0000	Tax Maps of Each Municipality (Copies)	As updated		Destroy